

FULL POSITION DESCRIPTION:

Council Service Territory Chair-Elect

CHARGE:	Prepare to serve as CST Chair-Elect. Step up as needed to help lead and oversee the work of the CST in supporting Councils.
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QUALIFICATIONS that Contribute to Success in this Role

Personal Attributes	Skills and Competencies	Experience
<ul style="list-style-type: none"> • Passion for Mission • Vision • Commitment to learning and training • Energy • Team spirit • Adaptability • Resilience • Decision-making courage 	<ul style="list-style-type: none"> • Talent for building a relationship-oriented, trust-based, forward-thinking culture • Ability to network, collaborate, delegate • Talent for garnering and mobilizing resources • Capacity for shared decision-making • Listening, speaking, and writing aptitude • Knowledge of current Scouting policies, programs, and resources • Time prioritization and management 	<ul style="list-style-type: none"> • Prior Scouting Key 3 leadership, including Area and/or Council Chair or Commissioner • Other senior leadership position at Council or beyond • Board of Director responsibilities in other non-profit organization(s) • Strong technology use and history of adapting to new platforms • Leadership of Council progress reviews

Summary of RESPONSIBILITIES

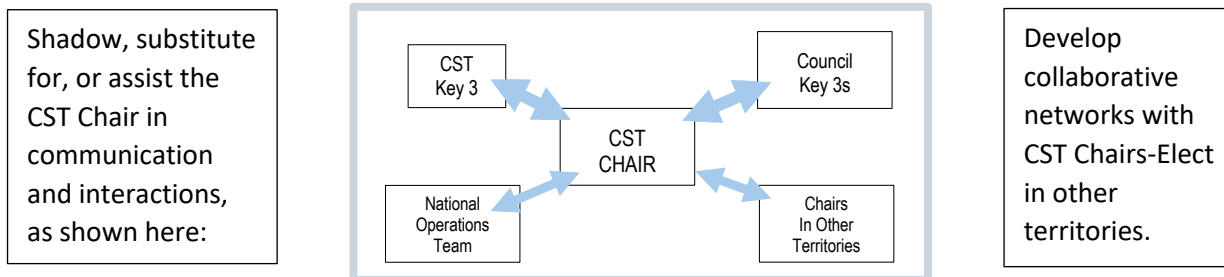
Substituting for the CST Chair as a member of the Key 3 and/or preparing to serve as a member of the Key 3

<p>At the direction of the CST Chair and/or the other Key 3 members (Commissioner and Director), perform general and specific tasks in accordance with the duties listed in the next column.</p>	<ul style="list-style-type: none"> • Help lead and oversee the work of the CST in helping councils. • Help establish a culture of collaboration and inclusion in keeping with the Scouting America Mission. • Help uphold the policies and standards of the BSA. • Help guide council performance appraisals and make decisions regarding council (re-)chartering.
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Substituting for the CST Chair, assisting the Chair with delegated assignments, and/or preparing to assume the duties of the CST Chair (outlined below)

<p>At the direction of the CST Chair or (in the Chair's absence) the other Key 3 members (Commissioner and Director), perform general and specific tasks in accordance with the duties listed in the next column.</p>	<ol style="list-style-type: none"> 1. Provide visionary and collaborative leadership to CST meetings and gatherings. 2. Help guide and oversee effective governance throughout the CST by working closely with Council Chairs/Presidents. 3. Represent the CST as part of the national leadership structure. 4. Help facilitate processes for succession planning and leadership selection in the CST and within councils. 5. Work with other CST Key 3 members and functional leads to ensure that resources are in place to help councils. 6. Help guide councils in upholding Scouting America policies and standards.
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Overview of Multi-Directional COMMUNICATION & INTERACTIONS



Examples of TASKS (BEST-PRACTICE INTERACTIONS) in this Role

Shadow, substitute for, or assist the CST Chair in communication and interactions, participating in any of the following at the direction of the Chair or, in the Chair’s absence, at the direction of the other two members of the Key 3:

Communication with GROUPS	What the CST Chair is Expected <u>TO DO</u> (Partial List – Not all-inclusive)	Frequency
Within CST Team	Confer with Key 3 team to set priorities, establish action plans	Continuously
	Announce, plan, and lead CST meetings (with other Key 3 members)	6 to 12 annually
	Build and maintain communication networks	Continuously
	Organize subject-matter teams for improvement initiatives in councils	As needed
	Keep in touch via email, newsletter, or social media messages	Periodically
	Help guide decision-making re council performance and re-chartering	Periodically
With Councils in CST	Model and inspire collaborative leadership in councils	Continuously
	Meet with Council Chairs or Council Key 3s via phone or Zoom	6+ times per year
	Represent the CST in talking with council reps (building relationships)	At least monthly
	Oversee and help plan/present territory-wide conferences	2 or 3 per year
	Take a lead role in deploying ad hoc teams to assist councils	As needed
	Assist with conflict mitigation and resolution	As needed
	Keep in touch via email, newsletter, or social media messages	Periodically
With national operations teams and facilitators	Represent the CST in national chair and Key 3 cohort meetings	As scheduled
	Share national updates and other information with CST and councils	Periodically
	Confer with NOLC leaders and national chair facilitators overseeing CSTs	Ongoing
With Counterparts in other CSTs	Discuss best practices and shared concerns	Regularly
	Provide mutual support and encouragement	Regularly
Information Gathering	What the CST Chair is Expected <u>TO DO</u> (Partial List)	Frequency
Council performance data	Monitor monthly stack charts and council data from other sources, including direct discussions with council representatives. Become familiar with trends and concerns to enable deployment of resources.	Ongoing

In CST 10, specific commitments of the Chair-Elect related to tasks above include

- (1) Active participation in scheduled Zoom meetings**
 - with CST Council Chairs – every other month, or as scheduled
[help to schedule, set agenda, send notification, keep attendance, facilitate discussion, follow up as needed]
 - with CST Key 5 - every other month
 - with CST 10 Team (Committee) – every other month
 - with 9-16 National Chair Facilitator and CST counterparts – monthly, or as scheduled
- (2) Assistance with planning, presentation, and participation in CST 10 conferences**
 - fall Key Leadership Conference
 - spring conference for membership, commissioners, program, NCAP, etc.
- (3) Participation in annual CST 10 Council performance reviews**
- (4) Delegated projects or initiatives**
- (5) Attendance at National Annual Meeting, if possible**

as well as shadowing, substituting for, or assisting the CST Chair as needed.

TERM

CST Chair-Elect candidates make a commitment to serve up to two years in the “elect” position and generally succeed to the Chair role. However, appointment is annual, and moving to the Chair position is not automatic.